



(To become a part of the project parcel file)
(Entries for preceding week to be made not later than the following Monday)

Route _____
Section _____
County _____

Project _____
Job No. _____
Parcel No. _____

Owner(s) _____

Title VI (Non-Discrimination) _____

Address(s) _____

Sex ☐ Male ☐ Female

Phone No. () _____
() _____
() _____

Interested parties: interests, addresses and telephone numbers

Prior to First Contact with Owner:

The undersigned hereby certifies:

1. That he/she understands that the parcels are to be secured for use in connection with a federal-aid or state highway project; and
2. That he/she has no direct or indirect present or contemplated future personal interest in the parcels or in any benefit from the acquisition of such property.

Negotiator Signature

Date

Negotiator Signature

Date

- ☐ Later – date title report ordered if current report is more than 90 (120 if compensation is \$10,000 or under) days old.
- ☐ Owner-occupant displaced; status (individual, family business, farm operation) _____
- ☐ Letter of notification of relocation assistance and payments to owner-occupant _____
- ☐ Tenant-occupant displaced; status (individual, family business, farm operation) _____ No. of units _____
- ☐ If only tenants displaced, date relocation manager notified _____
- ☐ Negotiator's introductory letter and acquisition summary statement prepared. ☐ Neighborhood and site inspection

☐ N/A
☐ N/A
☐ N/A
☐ N/A

After Negotiations Concluded:

The undersigned hereby certifies when negotiations are successful:

1. That the written agreement secured embodies all of the considerations agreed upon between the negotiator and the property owner; and
2. That the agreement was reached without coercion, promises other than those shown in the agreement, or threats of any kind whatsoever by or to either party.

Negotiator Signature

Date

Date of settlement and execution of instruments by fee owners _____ Total settlement amount \$ _____

Warrant to be forwarded to payees at following address: _____

If referred for condemnation, date referred: _____

Reason: ☐ Inability to obtain agreement on compensation offered. ☐ Offer acceptable – unable to obtain clear title to parcel.

On First Contact with Owner:
Date(s) and remarks, if any, of telephone contact(s) with owner to make appointment for first **Personal** negotiating contact:

- _____

Date of Contract, Remarks and Negotiator's Signature for each entry:

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